

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER		MCR	
APPOINTEE		SAP PERSONNEL NO.		DIVISION/SECTION			
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: _____ Supervisory Related BU: _____ Confidential Related BU: _____ Rank and File BU: _____							
RESPONSIBILITIES EXERCISED		IMMEDIATE SUPERVISOR (Print)		SUPERVISOR'S CLASSIFICATION			
Supervisory Lead Person							
APPROVED BY (Personnel Analyst's Name)						DATE	
<i>Percent of Time</i>		<i>Activity</i>					
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.							
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE				DATE	
		➤					
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.							
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE				DATE	
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